

**Waterboro Board of Selectmen
April 30, 2013**

5:00 pm Executive Session: Selectman Littlefield moved to go into executive session at 5:02 pm per Title 1 M.R.S.A. § 405(6)(A) to meet with the Treasurer to discuss a personnel matter, seconded by Selectman Woodsome, voted and passed, **4 yeas**. Selectman Girard moved to come out of executive session at 5:12 pm, seconded by Selectman Woodsome, voted and passed, **4 yeas**.

5:30 pm Executive Session: Selectman Woodsome moved to go into executive session at 5:36 pm per Title 1 M.R.S.A. § 405(6)(F) to discuss a confidential matter with the Road Commissioner, seconded by Selectman Woodsome, voted and passed, **4 yeas**. Selectman Woodsome moved to come out of executive session at 5:55 pm, seconded by Selectman Girard, voted and passed, **4 yeas**.

PRESENT: Chairman Abbott, Selectmen Girard, Littlefield and Woodsome, Town Administrator Nancy Brandt, Owens McCullough, Dwayne Prescott, Fire Chief Matt Bors, Deputy Chief Lisa Bennett, Librarian Ruth Blake, Administrative Assistant Christina Silberman and IT Manager David Lowe.

PLEDGE OF ALLEGIANCE: Chairman Abbott opened the meeting with the Pledge of Allegiance at 6:02 pm.

ANNOUNCEMENTS: None

APPOINTMENTS: Owens McCulloch of Sebago Technics reported that while doing some long term planning for the Transfer Station/Public Works site they discussed building a sand/salt shed over the old patent lagoons on the property. The lagoons were part of the leather processing facility where animal fats were stored. Testing has been done on the site and the town decided to do a Voluntary Response Action Plan (VRAP) through the Maine Department of Environmental Protection (DEP). This is good for the town to close the site out. DEP decided that more investigation should be done and DEP will fund the cost. DEP is seeking permission to go forward with their investigation. If the VRAP is approved, the town will agree to restrict certain things on the site. If contaminant levels high, DEP may opt to do more investigation or require action on the site. The analysis that DEP is offering to do is very expensive and they are offering to pay for it.

Selectman Girard moved to add an item to the agenda to authorize Nancy Brandt and Owens McCullough of Sebago Technics to work with DEP to conduct an investigation, seconded by Selectman Woodsome, voted and passed, **4 yeas**. Selectman Girard moved to authorize Nancy Brandt and Owens McCullough of Sebago Technics to work with DEP to conduct their investigation, seconded by Selectman Littlefield, voted and passed, **4 yeas**.

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Abbott reviewed the following:

1. Treasurer's Report
2. Rep. Aaron Libby's weekly newsletter
3. MMA Legislative Bulletin

4. Invitation to Leavitt's Mill "An Evening of Pops"
5. Letter from Gov. Paul R. LePage
6. Assessor's Agent May calendar
7. Letter from D.E.P.-Confidential

REPORTS & STAFF INITIATIVES

1. Selectmen's reports: Selectman Girard reported that the York County Advocacy Group meeting is this Saturday at 10 am at the Alfred Parish Church next to Alfred Town Hall.

Selectman Littlefield reported that he has met with the clerks out front to discuss revising the job descriptions. It was a good meeting. There is some editing to do then there will be another meeting.

2. Town Administrator's report: Ms. Brandt reported that the Community Garden Committee will have a lot of progress this week. Volunteers are coming in and lumber is being delivered to build the raised beds. They still have to work with Mr. Foglio on fencing.

NEW BUSINESS:

1. 3rd Quarter budget review: A review of the third quarter of the budget was conducted. Ms. Brandt noted that the Department Heads are doing an excellent job staying within their budgets. Ms. Brandt reminded Department Heads that all purchase orders have to be approved through her office during the last 60 days of the fiscal year which begins tomorrow.

OLD BUSINESS:

1. Discuss Town Charter revision implementation progress
 - Town Administrator position-no updates
 - Job descriptions
 - Public Works
 - Board of Selectmen By-Laws and Policies

OTHER:

1. Selectman Girard moved to sign the warrants for bills and payroll, seconded by Selectman Littlefield, voted and passed, **4 yeas**.

PENDING DECISIONS:

1. Public Service Announcements
2. Review Driveway Opening Permit language
3. Board & Committee status
4. Economic Development forum
5. Implementation of Town Charter changes that will be effective July 1, 2013

WEEK'S ACTION LIST:

- Ms. Brandt will work with Mr. McCullough on the DEP investigation
- Ms. Brandt will continue to work on the spreadsheet for the matured tax liens
- Check with the Road Commissioner regarding the concern with curbing at the Library

DISCUSSION OF AGENDA ITEMS: None noted.

Ms. Brandt noted that the Library phone budget will be \$50 above what was predicted for next year. Chairman Abbott noted that the town should be able to cover this.

Chairman Abbott read the reminders. Selectman Woodsome added that the Historical Society has a presentation on Thursday May 2nd at the Grange Hall on the Revolutionary War.

ADJOURN: Selectman Woodsome moved to adjourn the meeting at 6:46 pm, seconded by Selectman Girard, voted and passed, **4 yeas**.

SIGNED:

- Warrants for bills and payroll

APPROVED: Date: _____
